

2005-2006 COLLEGE STUDENT SURVEY DATA SERVICES

In addition to the Institutional Profile you receive as part of your participation in the College Student Survey (CSS), HERI can provide additional data services for a nominal fee. All requested files, reports, and resources will be delivered in electronic form via e-mail. Following is the data service information and the order form for specific services.

RANDOM DRAWING OF INCENTIVE WINNERS

COST: FREE

You may request that HERI determine the winner of an incentive raffle/drawing for your respondents to the CSS via random selection from a pool of your survey respondents. (NOTE: Web respondents are reported to HERI on a weekly basis. Paper respondents are reported for surveys returned to our Scanning Center by early January and by late June.)

DATA FILE

COST: \$75.00 + \$0.10 PER STUDENT RECORD

You may order a "raw data" file containing the individual responses of all participating students at your institution. The data are arranged in a fixed-field text format so that they may be accessible to the widest possible range of commercial statistical and data base programs, and for merging with locally held data bases.

For your convenience, an SPSS syntax file is also included. This syntax file defines the data layout, provides labels for each questionnaire item and response, and computes standard recodes used in the production of your Institutional Profile. In files with as many variables as the College Student Survey, this syntax accounts for well over half of the effort required in conducting SPSS analyses.

Your CSS data file will also include CIRP Freshman Survey data on the condition that they are available and that the student provided the identifying information (SSN/Student ID and/or name) on both surveys. A student's record will include personal identifiers only if the student has given us explicit permission to release this information to you (a non-response to the permission question is presumed to mean "no").

EARLY DATA FILE

ADDITIONAL COST: \$75.00

HERI will start fulfilling Data Services orders for the 2005-2006 CSS in August, 2006. However, if you returned your completed surveys to our Scanning Center by January 6, 2006 we can produce your Data File in mid-February.

PRE-FORMATTED DATA FILE

ADDITIONAL COST: \$25.00

Instead of standard fixed-field text format, you can order your data pre-formatted in SPSS, Stata, SAS, MatLab, Fox Pro, or Statistica file formats. Contact our office if your preferred file format is not listed on this form.

REPORT ON SPREADSHEET (ROS)

COST: \$15.00 PER REPORT

You may order some or all of your CSS Profiles as EXCEL spreadsheets. These spreadsheets, identical in format to the paper reports you receive, make easy the task of creating graphs, tables, and other "user-friendly" reports. Spreadsheets are available for: 1) all respondents; 2) respondents attending college four or more years; 3) respondents attending college three or fewer years.

ADDITIONAL COMPARISON GROUPS

COST: \$5.00 PER ADDITIONAL GROUP

The standard CSS Institutional Profile that you receive displays your results along with the results of two comparison groups determined by the Stratification Cell to which HERI has assigned your institution. You may add to your ROS results as many as four additional comparison groups from the 12 groups noted on page 4 of this document.

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GROUP CODE REPORT (formerly “Special Breakout Report”)

COST: \$65.00 PLUS \$2.50 PER GROUP

The Group Code Report provides Institutional Profiles based on each group code specified in the two “GROUP CODE” grids on the first page of the College Student Survey. Up to 95 separate reports can be generated from each Group Code grid, as well as a summary report for all respondents at your institution. This report is delivered in spreadsheet format. (Please note that Group Code Reports are only available for those institutions that used the GROUP CODE grids).

PEER GROUP REPORT

COST: \$65.00 PLUS \$5 PER INSTITUTION INCLUDED

The two comparison groups included in your CSS reports are determined by the Stratification Cell assigned to your institution by HERI (for more information about Stratification Cells, visit www.gseis.ucla.edu/heri/vdecks.html). However, you may wish to compare your CSS results to a different group of institutional peers or to an aspirant group of institutions. Per your request, HERI can generate a special profile comparing your institution’s results to the aggregated responses from any five or more participating institutions of your choice. The Peer Group Report is delivered in spreadsheet format and is virtually identical in appearance to an Institutional Profile report.

The following Data Services are available from HERI but cannot be ordered using this form. Contact HERI at heridata@ucla.edu or call 310-825-1925 for further information or to place an order.

DATA MERGE

COST: \$75.00 OR \$250.00

The data file you can order as part of your participation in the CSS includes merged data from the CIRP Freshman Survey (when pre-test data is available). You may also want to merge this CSS data set with other information such as campus registrar’s data, responses from local assessment efforts, or student responses to other national surveys to create an even more valuable assessment database.

Theoretically, you have the ability to conduct these additional data merges using the standard raw data file. However, a student’s record of CSS responses will include personal identifiers only if the student has given HERI explicit permission to release this information to you, thereby potentially limiting your ability to conduct successful data merges. If you send HERI a data file that you would like merged with your CSS data, we can conduct this merge using students’ ID number or name and date of birth as the common variable between files. **We can perform this merge even for students who did not give HERI permission to release their identifiers.** For these students, personal identifiers will be stripped from the new merged file.

The price for this service depends on the type of file provided and the type of merging desired. If the file is in SPSS System format or in labeled EXCEL format, and you wish merging done only by SSN/ID, the cost is \$75. If the file is in any other format and/or you wish merging done by student name in addition to SSN/ID, the cost is \$250.

SPECIAL REPORTS

COST: VARIABLE

HERI can produce Institutional Profiles broken out on virtually any variable or combination of variables in the survey. For instance, you can order a report comparing students who attended different types of high schools, or by which major they intend to pursue. All Special Reports are delivered as EXCEL spreadsheets.

The cost of a Special Report is dependent on the amount of special programming necessary to produce it, but will not be less than \$125.

The following pages contain the Order Form for the College Student Survey Data Services. When completed, please FAX the form to the HERI office at 310-206-2228 or mail it to the address on page six. **Please do not send the order form to Our Scanning Center with your completed surveys.** Feel free to contact us at heridata@ucla.edu or call 310-825-1925 if you have any questions.

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Please use the following form to order Data Services. It is not necessary to include payment with this order – HERI will bill you after your order has been processed. Orders will be completed within 3-4 weeks.

CONTACT/BILLING INFORMATION (PLEASE COMPLETE ALL FIELDS):

Name: _____ Institution: _____
Title: _____ Address: _____
Phone: _____ City: _____ State: _____
E-mail _____ ZIP Code: _____

DATA FILE (\$75.00 + \$0.10 per student record) _____

Early Delivery (add \$75.00) _____
Completed Surveys must be at Scanning Center no later than December 31st.

Preformatted File (add \$25.00) _____
Circle one of the data formats below

SPSS · Stata · SAS · Fox Pro · Statistica · dBase · Gauss · MatLab · Quattro Pro

CERTIFICATION OF RESEARCH USE

HERI cannot deliver your data file unless the Certification of Research use is completely filled out.

The Higher Education Research Institute provides data files to assist institutional research activities. By receiving this data file, you agree that these data will be used only for statistical analyses and reporting of aggregated information, and not for the investigation of specific individuals. In signing this agreement, you give assurance that use of these data will conform to widely accepted standards of practice and legal restrictions that are intended to protect the confidentiality of research subjects. You also give assurance that no survey respondent will be sanctioned based on any answer provided in the College Student Survey instrument.

Name of Certifying Official

Signature

Title

Date

RANDOM DRAWING OF INCENTIVE WINNERS (Free) _____

Criteria for Random Selections (e.g. two winners, one from paper and one from web returns)

* Please note that HERI will automatically provide two backup names for each of the names you request. This is helpful in the event that the prize cannot be claimed by the first beneficiary.

PLEASE FAX THIS FORM TO THE HERI OFFICE AT 310-206-2228. Do NOT SEND THIS FORM TO OUR SCANNING CENTER WITH YOUR COMPLETED SURVEYS.

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REPORTS ON SPREADSHEET _____ (\\$15.00 per report)

There are two types of report produced for the College Student Survey: 1) the "CSS" which includes all respondents to the CSS and 2) the "Longitudinal" which includes only those CSS respondents for which CIRP data was found. Please indicate which report type(s) you would like:

Respondent Type (mark all that apply)	<u>CSS</u>	<u>Longitudinal</u>
All Respondents	_____	_____
Attended College 4+ Years	_____	_____
Attended College 3- Years	_____	_____

Additional Comparison Groups _____ (add \$5.00 per group)

Please use the codes below to indicate up to four additional comparison groups you want to include in your Report on Spreadsheet.

Group 1	Group 2	Group 3	Group 4
01 All participating institutions		07 All Private 4-year colleges	
02 All four-year institutions		08 All Nonsectarian 4-year colleges	
03 All two-year colleges		09 All Catholic 4-year colleges	
04 Public universities		10 All Protestant 4-year colleges	
05 Private universities		11 All Public 2-year colleges	
06 Public 4-year colleges		12 All Private 2-year colleges	

PEER GROUP REPORT _____ (\\$65.00 plus \$5.00 per institution)

Using the grids on page five, please enter the names of the institutions to include in your Peer Group Report.

GROUP CODE REPORT _____ (\\$65.00 plus \$2.50 per group)

Using the grids on page six, please enter a 1-20 character label for each of the GROUP CODES used by your students in the GROUP CODE grids (A and B) on the College Student Survey instrument.

PLEASE FAX THIS FORM TO THE HERI OFFICE AT 310-206-2228. Do NOT SEND THIS FORM TO OUR SCANNING CENTER WITH YOUR COMPLETED SURVEYS.

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Peer Group Specification

If you want to specify individual institutions in your Peer Group, please enter the names of each institution and the state in which it resides. If more than one branch campus of an institution participated in the College Student Survey during a given year, please indicate the branch(es) you want included in your Peer Group.

Institution	State
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you wish to specify the institutions in your Peer Group by one or more rules, such as “All public institutions in Illinois” for example, please enter your rule(s) here.

Note: HERI will not produce Peer Group Reports containing less than FIVE institutions..
Please duplicate this section of the form if you need extra room.

PLEASE FAX THIS FORM TO THE HERI OFFICE AT 310-206-2228. Do NOT SEND THIS FORM TO OUR SCANNING CENTER WITH YOUR COMPLETED SURVEYS.

